



**EMPLOYEE RELATIONS DEPARTMENT
MIAMI-DADE COUNTY UNIVERSITY**

111 N.W. 1st Street, Suite 2110

Miami, FL 33128

Telephone: 375-3713

Fax: 375-3063

E-mail: delneum@miamidade.gov



NON-SUPERVISORY TRAINING APPLICATION

1. Request approval from supervisor or authorizing signature.
2. Incomplete applications will be returned to employee.
3. **Applications should be** interoffice-mailed to SPCC Bldg Government Center 21st floor ATTN Delores Neuman, or **faxed to 305-375-3063.**
4. **48 hours** advance notice is required to cancel a class.

Classes will be held in the Stephen P. Clark Center, Rooms either 18-A or 18-B (18th floor)
There will be a sign near the west elevators on the 18th floor assigning room locations.

<div>Last Name _____ First Name _____</div> <div>Social Security OR Employee Number _____</div> <div>Department/Division/Locator # (DDL) _____</div> <div>Work Address _____</div> <div>Work phone Number, Beeper or E-mail _____</div> <div>Current Classification (Title) _____</div>	<table border="1"><thead><tr><th colspan="2">COURSES</th><th>DATE</th></tr></thead><tbody><tr><td>1. <input type="checkbox"/> CSCN</td><td>Customer Service</td><td>_____</td></tr><tr><td>2. <input type="checkbox"/> ETHN</td><td>Ethics</td><td>_____</td></tr><tr><td>3. <input type="checkbox"/> GRAMN</td><td>Grammar Clinic</td><td>_____</td></tr><tr><td>4. <input type="checkbox"/> IMEN</td><td>Interviewing Made Easy</td><td>_____</td></tr><tr><td>5. <input type="checkbox"/> MMW</td><td>Making Meetings Work</td><td>_____</td></tr><tr><td>6. <input type="checkbox"/> RESN</td><td>Resume Writing</td><td>_____</td></tr><tr><td>7. <input type="checkbox"/> TMSN</td><td>Time Management Skills</td><td>_____</td></tr><tr><td>8. <input type="checkbox"/> VCDN</td><td>Valuing Cultural Diversity</td><td>_____</td></tr><tr><td>9. <input type="checkbox"/> VIWN</td><td>Violence in the Workplace</td><td>_____</td></tr><tr><td>10. <input type="checkbox"/> STMN</td><td>Stress Management Skills</td><td>_____</td></tr><tr><td>11. <input type="checkbox"/> SE</td><td>Service Excellence</td><td>_____ (No charge)</td></tr></tbody></table>	COURSES		DATE	1. <input type="checkbox"/> CSCN	Customer Service	_____	2. <input type="checkbox"/> ETHN	Ethics	_____	3. <input type="checkbox"/> GRAMN	Grammar Clinic	_____	4. <input type="checkbox"/> IMEN	Interviewing Made Easy	_____	5. <input type="checkbox"/> MMW	Making Meetings Work	_____	6. <input type="checkbox"/> RESN	Resume Writing	_____	7. <input type="checkbox"/> TMSN	Time Management Skills	_____	8. <input type="checkbox"/> VCDN	Valuing Cultural Diversity	_____	9. <input type="checkbox"/> VIWN	Violence in the Workplace	_____	10. <input type="checkbox"/> STMN	Stress Management Skills	_____	11. <input type="checkbox"/> SE	Service Excellence	_____ (No charge)
	COURSES		DATE																																		
	1. <input type="checkbox"/> CSCN	Customer Service	_____																																		
	2. <input type="checkbox"/> ETHN	Ethics	_____																																		
	3. <input type="checkbox"/> GRAMN	Grammar Clinic	_____																																		
	4. <input type="checkbox"/> IMEN	Interviewing Made Easy	_____																																		
5. <input type="checkbox"/> MMW	Making Meetings Work	_____																																			
6. <input type="checkbox"/> RESN	Resume Writing	_____																																			
7. <input type="checkbox"/> TMSN	Time Management Skills	_____																																			
8. <input type="checkbox"/> VCDN	Valuing Cultural Diversity	_____																																			
9. <input type="checkbox"/> VIWN	Violence in the Workplace	_____																																			
10. <input type="checkbox"/> STMN	Stress Management Skills	_____																																			
11. <input type="checkbox"/> SE	Service Excellence	_____ (No charge)																																			
<div>_____ Immediate Supervisor's Name</div> <div>() _____ Phone Number</div>																																					
<div>Course Fee(s): \$ 50.00 per class</div> <div>INDEX CODE (letters and numbers) <small>Application(s) missing the department's index code WILL NOT be processed.</small></div>																																					

Supervisor's or Authorizing Signature

Approval Date

No one will be admitted to class without a completed application on file. Completed application must be received no later than three (3) days prior to class date.